

IIBX Online Membership Module

USER MANUAL

V 1.0



Document Control

Prepared By	
Karan Ashar	Membership & Regulatory Department
Kundan Taticherla	Membership & Regulatory Department
Puneet Kanwar	Membership & Regulatory Department
Arpit Dubey	Information Technology Department
Reviewed By	
Kirty Pareek	Company Secretary & Compliance Officer
ECG-IIBX	-

Online Membership Module on Website of IIBX

List of Documents required for notification as Qualified Jeweller at IIBX -

Sr. No.	Particulars
1	Annexure-1A - Covering Letter*
2	Annexure-1B - Net worth Certificate*
3	Annexure-1C - Undertaking for Fit and Proper Person*
4	List of Shareholders*
5	List of Directors/Partners*
6	GST Certificate*
7	KYC*
8	Import Export Code (IEC) Certificate*
9	Audited Financial Statement*
10	Any other documents
	For QJ-LPTM application, please provide the following additional documents:
11	LPTM membership Application form
12	Undertaking
13	Board Resolution
14	MOA, AOA & COI
15	Clearing member confirmation
16	Bank reference letter

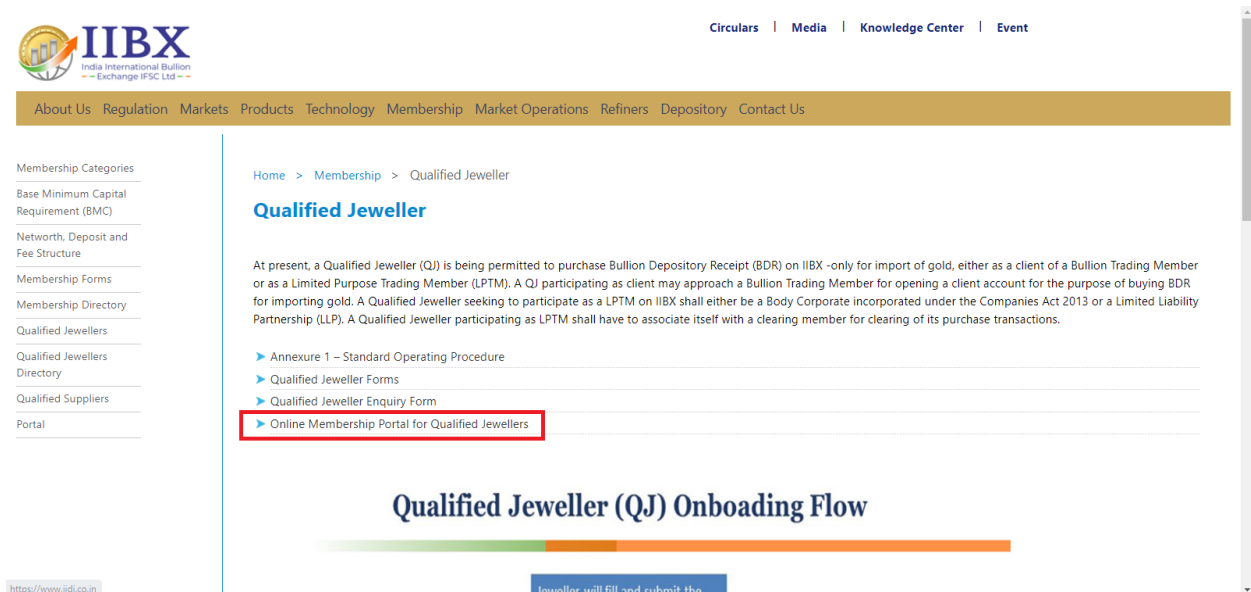
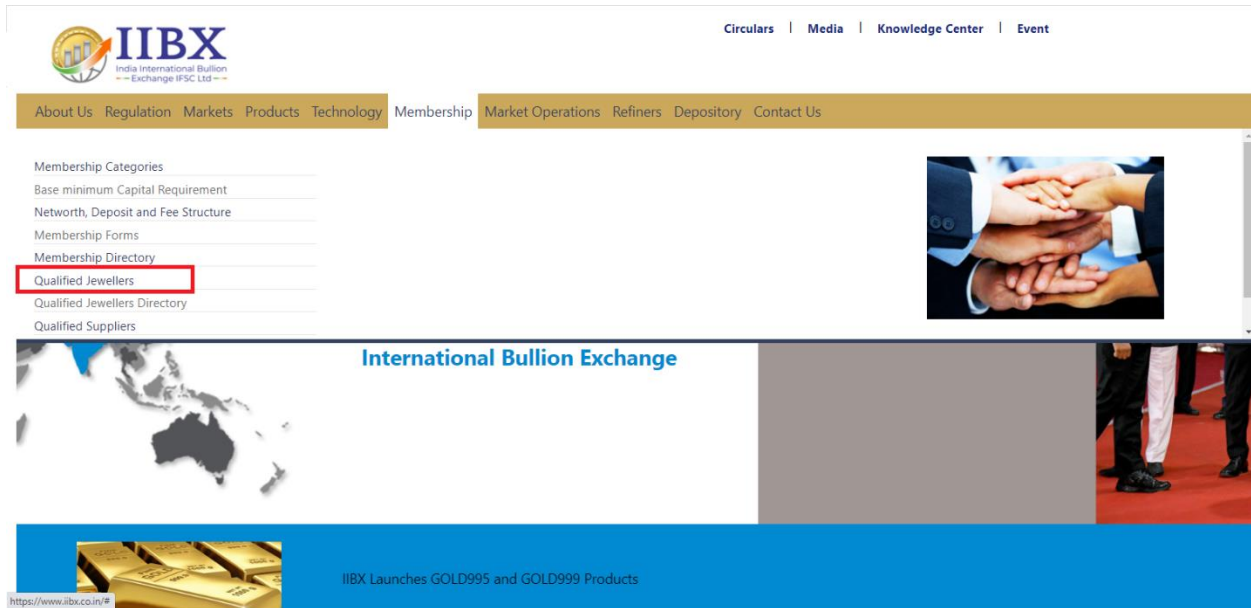
*refers to mandatory documents

The user can save partially or fully filled forms till the time they feel the need to submit it, until then the user can keep modifying the documents. Once submitted, the documents can be modified only once thereafter.

Please note – Acceptable file formats are .pdf & .zip only.

PROCESS FOR INITIAL REGISTRATION

Applicants desirous of being notified as 'Qualified Jewellers' can register online on the IIBX website at Home > Membership > Qualified Jeweller > Online Membership Portal for Qualified Jewellers as shown in the image below.



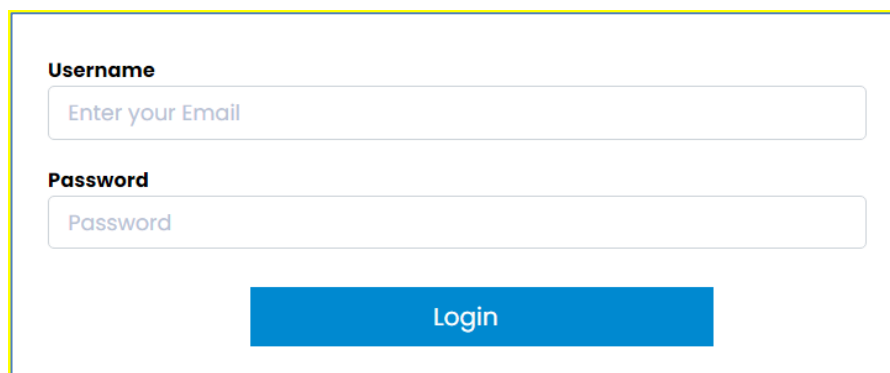
First-time user are required to register themselves on the **Online Membership Portal for Qualified Jewellers**, by clicking on "Register" and providing the following details:

- Full name of the Entity
- Mobile No.
- Email Id
- Password
- Re-enter Password

Once user enters the above mentioned details and on clicking Register button provided on Registration page, an OTP will be sent to registered email id to complete the registration process. On successful registration, a confirmation email will be received.

A registered User is now ready to initiate the process of submission of application online through the portal.

On the login page user shall enter registered email id and password to login. A login OTP shall be sent to registered email id for completion of successful login process.



The image shows a login form with two input fields: "Username" with the placeholder text "Enter your Email" and "Password" with the placeholder text "Password". Below the fields is a blue "Login" button.

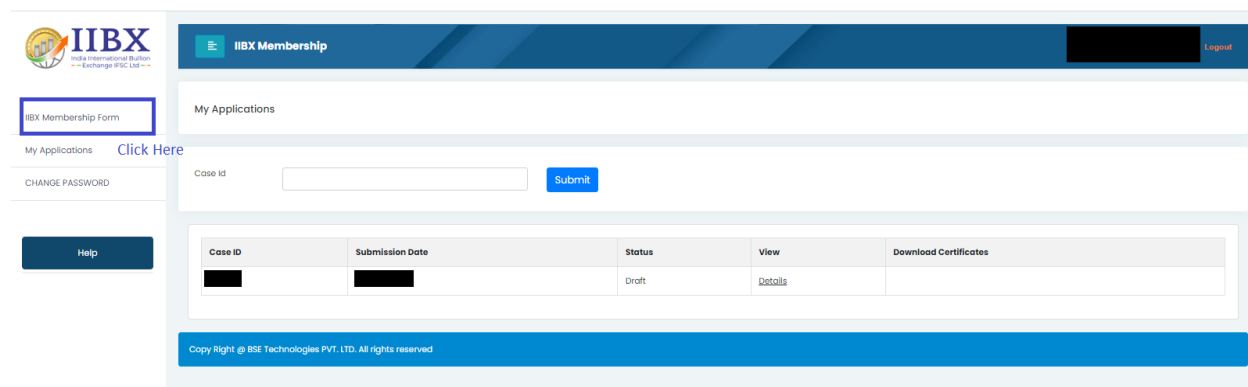
On the login page the "Forgot password" option would also be available

PROCESS TO SUBMIT APPLICATION

Step #1: Go to <https://membership.iibx.co.in/>

Step #2: Enter your login credentials (username and password) and click on the "Login" button. You will receive an OTP on your registered email id, enter the OTP and click on "Submit".

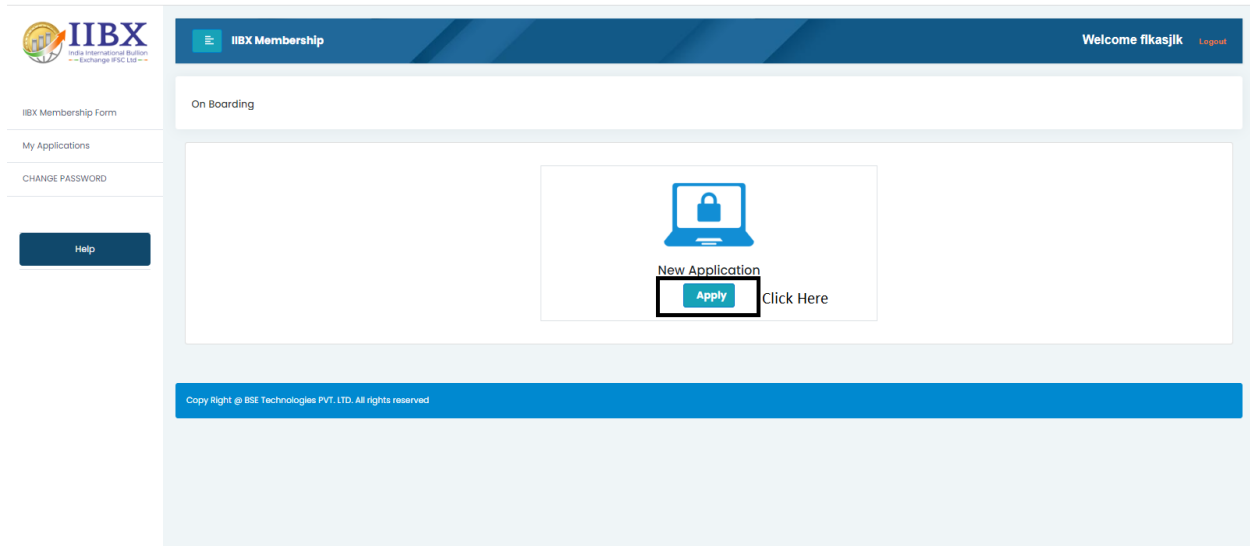
Step #3: After successfully logging in, the home screen will appear. In the menu tab which appears on the top left-hand side of the screen, click on "IIBX Membership Form" to access the membership application.



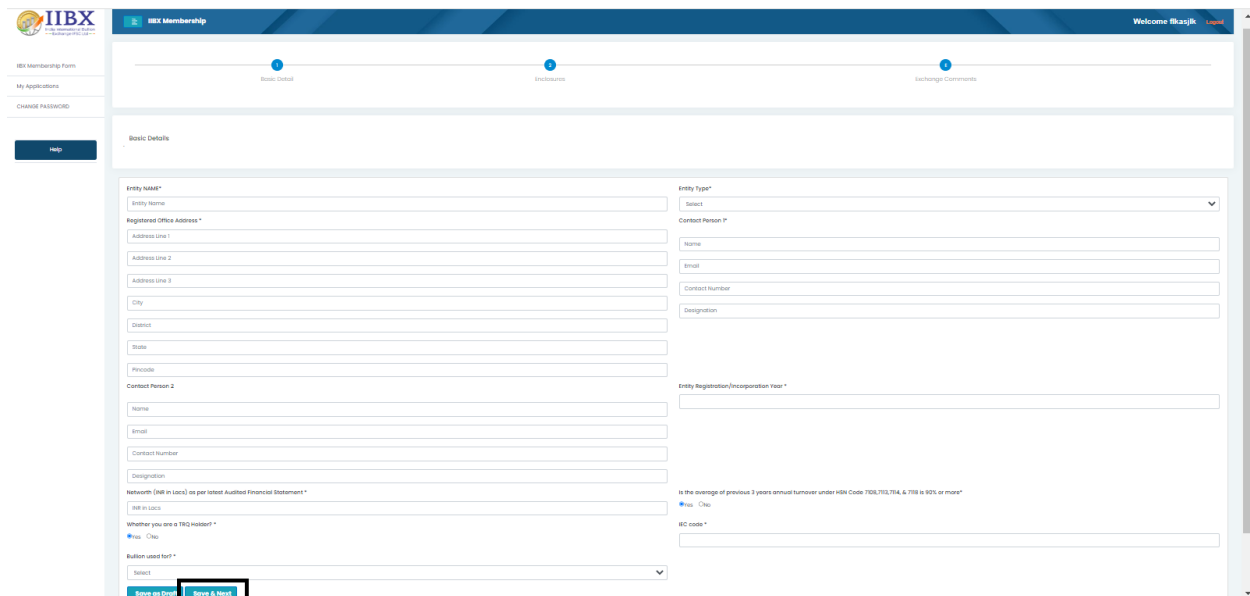
The screenshot shows the IIBX Membership portal. The header includes the IIBX logo and the text "IIBX Membership". The main content area has a "My Applications" section with a "Case Id" input field and a "Submit" button. Below this is a table with columns for "Case ID", "Submission Date", "Status", "View", and "Download Certificates". The table contains one row with a redacted Case ID, a redacted Submission Date, and a "Draft" status. The footer contains the text "Copy Right @ BSE Technologies PVT. LTD. All rights reserved".

Case ID	Submission Date	Status	View	Download Certificates
[Redacted]	[Redacted]	Draft	Details	

Step #4: On the Membership Form page, click on the "Apply" button to start filling out the application form.



Step #5: Fill out the application form with all the required details. Ensure that all the mandatory fields are filled in before clicking on the "Save & Next" button to proceed to the next section.



Step #6: Upload all the necessary documents as required in the application form. Ensure that the documents are clear and legible. Click on the "Submit" button once all the documents have been uploaded.

The screenshot shows a web form with five sections, each with a "Choose File" button and "No file chosen" text:

- Undertaking
- Board Resolution
- MOA, AOA & COI
- Clearing member confirmation
- Bank reference letter

At the bottom of the form, there are two buttons: "Save as Draft" and "Submit". The "Submit" button is highlighted with a red rectangular box. Below the form, a blue footer bar contains the text "Copy Right © IIBX Technologies PVT.LTD. All rights reserved".

Step #7: After submitting the application, a pop-up message will appear confirming the successful submission of your application. Click on "OK" to proceed.

The screenshot shows the application form with a pop-up message overlay. The pop-up message is a white box with a blue border, containing the text "membership.iibx.co.in says" and "Application submitted successfully". A blue "OK" button is located at the bottom right of the pop-up. The background shows the application form with three sections: "Basic Detail", "Enclosures", and "Exchange Comments", each with a green progress indicator. The left sidebar contains links for "IBIX Membership Form", "My Applications", "CHANGE PASSWORD", and "Help". The top right corner of the form has "Welcome, Dhanish" and "Logout" links.

Step #8: You will be redirected to the home page, where you will be able to see your submitted application. Check to ensure that all details and documents are correct.

The screenshot displays the IIBX Membership portal interface. On the left, there is a navigation menu with links for 'IIBX Membership Form', 'My Applications', 'CHANGE PASSWORD', and 'Help'. The main content area is titled 'IIBX Membership' and includes a 'Welcome' message and a 'Logout' link. Below this, there is a section for 'My Applications' with a search bar for 'Case Id' and a 'Submit' button. A table lists the application details:

Case ID	Submission Date	Status	View	Download Certificates
[REDACTED]		Document Under Initial Screening	Details	
1010	23/02/2023	Draft	Details	

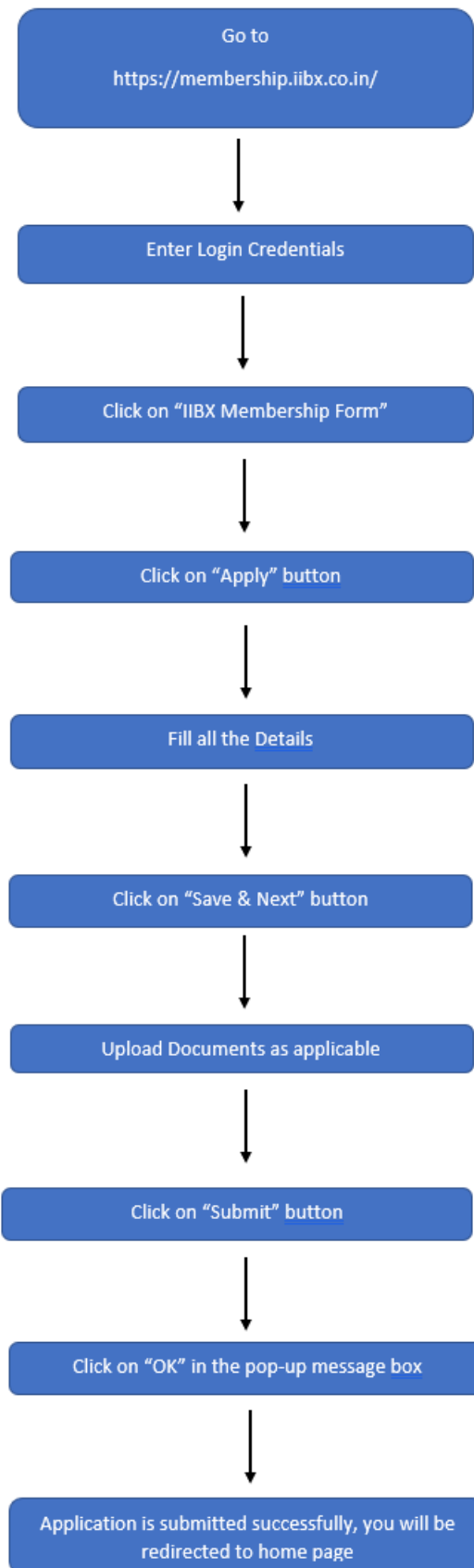
At the bottom of the page, there is a copyright notice: 'Copy Right @ BSE Technologies PVT. LTD. All rights reserved'.

You have successfully applied for IIBX Membership. The submitted application and the relevant annexures/supporting documents shall be scrutinized by the membership team and you will be notified on the status of your application via email or phone call. The status of your application can also be tracked on the online portal.

FLOW CHART FOR INITIAL REGISTRATION



FLOW CHART FOR SUBMITTING APPLICATION



For any clarification, kindly contact Membership Team at -
Email - membership@iibx.co.in
Phone - 917969697 129/130/112

----- THANK YOU -----